

Technical Branch
Miscellaneous Technical Group
Graphics Series

DESK-TOP PUBLISHING TECHNICIAN

07/95 (SAC)

Summary

Under general supervision, produce brochures, audiovisual aids and other printed materials using personal computers and software associated with desk-top publishing, and perform audio visual duties, if assigned.

Typical Duties

Plan, compose and prepare materials consisting of graphics and text. Involves: reviewing illustrations and text accompanying customer orders; composing layouts based upon available space, knowledge of computer software capabilities, and aesthetic design concepts; developing original computer illustrations to include in publications; using mouse, keyboard, scanner or other tools to create graphic text or images or to convert artwork to computer readable form; enlarging, reducing, or modifying images; marking up, pasting, and assembling final layouts to prepare for printing; printing or arranging for printing of materials.

Lead and perform duties related to maintaining audio visual materials and related equipment, as assigned. Involves: guiding and directing others in shelving materials; recording inventory and condition status of audio and video films, tapes, and similar materials; inspecting materials and equipment for damage or needed repairs; coordinating repairs with outside vendors; providing library services by assisting patrons or reserving films or tapes requested by branches or other library system members; operating and training others in the operation of audio and video equipment including: film projectors, film inspection equipment, splicers and related equipment.

Perform other duties as assigned. Involves: physically configuring voice and data communication systems to meet changing communication requirements using terminal to add, change and remove system components and capabilities; acting as liaison to telecommunication industry representatives on system related issues; substituting, if assigned, for immediate supervisor, subordinates or co-workers during temporary absences by performing specified duties and responsibilities essential to maintain continuity of customer service; maintaining records and preparing reports using common computer software applications.

Minimum Qualifications

Training and Experience: Associates Degree in Micro Computers, Graphics Arts, Printing Technology, Drafting or a related field, and one year of experience performing desk-top publishing, publications page layouts, or similar graphic design work; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of: graphic layout and design techniques; computerized composition and typesetting processes. Good knowledge of: English grammar, punctuation and spelling; computer graphic design software and equipment. Some knowledge of: audio visual media, including films, tape, cassette, slides and transparencies; filing and inventory systems and methods.

Ability to: research, design and develop graphics; review, edit and critique graphic content; produce finished graphics using computer-aided software and equipment; ability to express oneself clearly and concisely orally and in writing; ability to establish and maintain effective working relationships with fellow employees and general public.

Skill in: visual arts; common computer-aided graphic software and equipment.

Director of Personnel

Department Head